

Peter Smith

324 Spring Meadow Lane
New York, NY, 10003
(212) 456-1414
peter.smith@gmail.com

Accomplished Real Estate Sales Agent with proven sales track record. Able to generate own business through aggressive prospecting and networking. Successful in closing business, working with owners and building management, and developing long term relationships with clients.

PROFESSIONAL EXPERIENCE

REMAX, New York, NY

Real Estate Agent (Sales & Rentals), Jul 2005 – present

- Coordinate appointments to show homes to prospective buyers.
- Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.
- Compare a property with similar properties that have recently sold to determine its competitive market price.
- Contact property owners and advertise services to solicit property sales listings.
- Evaluate mortgage options to help clients obtain financing at the best prevailing rates and terms.
- Interview clients to determine what kinds of properties they are seeking.
- Review property listings, trade journals, and relevant literature, and attend conventions, seminars, and staff and association meetings to remain knowledgeable about real estate markets.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Generate lists of properties that are compatible with buyers' needs and financial resources.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Arrange meetings between buyers and sellers when details of transactions need to be negotiated.
- Coordinate property closings, overseeing signing of documents and disbursement of funds.
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
- Display commercial and residential properties to clients and explain their features.
- Arrange for title searches to determine whether clients have clear property titles.
- Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting.

EDUCATION

Kaplan University, New York, NY

Bachelor of Art in Business Administration, May 2003

ADDITIONAL SKILLS

- Data base reporting software — Internet based MLS database software, National Association of Realtors Online Database;
- Graphics or photo imaging software — ClipEze software, Easypano Tourweaver
- Customer relationship management CRM software — Agent Business Builder
- Data mining software — eGrabber ListGrabber

LICENSURE

- Licensed Real Estate Agent, New York